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## TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) POLICY MANUAL

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601.1 SUPPORT ENFORCEMENT PROGRAM -

A. Legal Base

Legislation enacted by the 1974 session of the General Assembly\* provided for the establishment of a statewide support enforcement program with a support enforcement unit to carry the responsibility for initiating and maintaining such program. Amendments to the Social Security Act\*\* effective August 1, 1975, make mandatory, on a national level, a Child Support Enforcement Program and set forth certain procedures relative to the payment and collection of child support and the establishment of paternity. Subsequent amendments to the 1974 legislation expanded the program to include collection of support paid on behalf of caretakers included in the assistance unit and establishment and enforcement of health care coverage. The Division of Child Support Enforcement (DCSE) was established within the State Department of Social Services to administer this program. Regional and district offices are located throughout the state. (See [Appendix III.](#))

B. DCSE Responsibilities

DCSE has the responsibility for:

1. pursuing support from the absent parent(s);
2. establishing paternity;
3. locating the absent parent(s) if whereabouts are unknown;
4. determining ability to support;
5. collecting and distributing support from absent parent(s);
6. pursuing court action to secure support from the absent parent(s);
7. establishing and enforcing medical support obligations;
8. determining noncooperation with DCSE.

C. Local Agency Responsibilities

Local agencies carry the responsibility for:

1. determining the ability to support by the stepparent in the home;

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\* Code of Virginia, Sections 63.1-249 - 63.1-274.9

\*\* Public Law 93-647

2. explaining the benefits of providing information to DCSE such as possible entitlement to receive up to a \$50 disregard per month when support has been collected, monetary support for the child if the applicant/recipient loses TANF benefits, and future benefits or pensions for the children;
3. securing information regarding absent parent(s), and the amount of support, if any, which is received by or on behalf of the applicant/recipient from such persons;
4. reporting information about absent parent(s) to DCSE;
5. explaining the applicant/recipient's rights and responsibilities regarding the automatic assignment of rights to support (201.9), the requirement regarding cooperation in obtaining support and good cause for refusing to cooperate (201.10);
6. in pending applications where it appears from the applicant's statement that a putative father is functioning as a father to the child, the local agency may pursue the establishment of paternity via the Declaration of Paternity form (032-11-VS22).

Once a child becomes a recipient, the agency is not to pursue the putative father for the purpose of establishing paternity. However, the agency will accept an acknowledgement of paternity which is initiated by the putative father at any time. Paternity will be established by use of the notarized Declaration of Paternity form. There will be no instance in which the local agency initiates court action for the purpose of establishing paternity when the putative father is not in the home. Additionally, the local agency will not accept a notarized statement denying paternity under any circumstances.

7. determining good cause for not cooperating with DCSE;
8. determining noncooperation with the local department of social services;
9. determining exceptions to providing identifying information on the noncustodial parent in Section 201.10 A.1.c.).

601.2 REFERRAL OF CASE INFORMATION TO DIVISION OF CHILD SUPPORT ENFORCEMENT - Federal regulations specify that the local agency is responsible for reporting to the Division of Child Support Enforcement (DCSE) all identifying information regarding each absent parent including putative and legal fathers, to aid in the securing of support and establishing paternity for TANF cases.\* This information must be provided concurrent with action approving the application or adding a child to a case, and is reported to DCSE. The information is collected on the "Absent Parent Deprivation/Paternity Information Form" and "IV-A/IV-D 501 Supplement." Information obtained is then entered into the MAPPER 501 system in the specified elements or, if there is no specific element, in the comment area. The collected information is transmitted to DCSE upon case approval or action to add a child.

Copies of documents, such as VS95's, paternity statements, birth verifications, and court orders or divorce decrees, if available, are to be submitted at the time of case approval by attaching the legal document or supplement to the "Document Transfer Cover Form" and sending it via the courier pouch to the DCSE district office serving your locality.

A. Referral of TANF Cases

All TANF children with at least one parent absent from the home, including unestablished paternity, must be referred to the Division of Child Support Enforcement (DCSE).\* This referral is to be completed for each absent parent (AP), including legal fathers and putative fathers (whether the putative father is living in the home or not). No referral to DCSE is to be completed for a deceased legal parent, a deceased putative father, TANF-UP parents, a court convicted legal parent living in the home who is doing unpaid community service, the caretaker's absent spouse who is not a parent of one of the children in the assistance unit, or the absent parent of a child subject to the family cap provision, or the father of a child conceived by artificial insemination from an anonymous donor. In addition, no referral to DCSE is to be completed for an adoptive parent, a biological parent, or a putative father when there is a court ordered termination of Adoptive Parents Rights for a child. The client's statement is acceptable verification of the parent's status (reason for absence, including death), unless there is reason to question the information provided.

\* 45 CFR 235.70

It is the responsibility of the eligibility worker to obtain as much information as possible at the time of application and when an individual is added to the TANF case. When any new information regarding the absent parent becomes known to the agency at each redetermination or during the interim, this information is to be transmitted to DCSE via the MAPPER 501 system.

In order for DCSE to have a "workable case," it is vital that certain key information be obtained by the Eligibility Worker when completing the form or transmitting information via the MAPPER 501 System. When interviewing the applicant/recipient, concentrate on securing the following information:

- AP's name
- AP's residence address (current and past)
- AP's Social Security Number
- AP's employer's name and address (current and past)
- AP's date of birth
- AP's parents' name and address (even if deceased)

Any of the above information, either in whole or a combination thereof will be beneficial to DCSE in locating the absent parent.

If the applicant/recipient cannot give the AP's name or can only provide the AP's name and no other identifying information, the Eligibility Worker should obtain as much information as possible on the "Absent Parent Deprivation/Paternity Information Form" and "IV-A/IV-D Supplement" for transmission to DCSE.

The Absent Parent Deprivation/Paternity Information Form and "IV-A/IV-D Supplement" are not to be given to the applicant/recipient to complete. The Eligibility Worker is to interview the individual and after completing the forms, have the parent or caretaker/relative other than the parent sign them.

The following criteria are to be applied when referring an absent parent to DCSE:

1. In all cases where the child's parents are married or were married at the time of the child's birth and when someone other than that parent is identified as the child's father, the putative or acknowledged father is to be referred as well as the legal father. When an acknowledgement of paternity in the local agency's case record or the birth certificate issued by the Virginia Department of Health, Bureau of Vital Statistics and Health Records identifies the child's father, paternity is considered acknowledged.
2. When there is no legal parent or acknowledged father and more than one individual is named as a child's parent, refer all named individuals

3. If an applicant/recipient claims that the father of the child is unknown, a referral must be made. The reason that the father is unknown must be evaluated with the applicant/recipient to determine if failure to cooperate or good cause exists. (201.10 A.1.c and 201.10)
4. For an otherwise eligible child who has been emancipated by court order (Sections 16.1-331 through 16.1-334 of the Code of Virginia), a referral must be made on the absent parent(s). For an otherwise eligible child who has been emancipated by marriage, the referral will also be made on the absent parent(s).

B. TANF-UP Cases

The natural or adoptive parents residing in the home in a TANF-UP case are not referred to DCSE. Determine if an absent parent of a child(ren) in the assistance unit must be referred as per policy in this section.

C. Changes to TANF and TANF-UP Cases

Changes to TANF and TANF-UP case information will be transmitted to the Division of Child Support Enforcement by computer.

When a child is added to an existing case, all identifying information regarding the absent parent must be provided to DCSE on the MAPPER 501 system concurrent with action to add the child in accordance with Section 601.2 A.

D. Contact with the Absent Parent

When the local agency determines that contact with the absent parent is necessary, such contact will be limited to verifying contributions being made directly to the assistance unit.

#### E. Automated Communication with DCSE

Eligibility workers are to inquire the "Cooperation in Obtaining Support Report" in the MAPPER 501 system at least once monthly to determine if the Division of Child Support Enforcement has transmitted information to the local agency. This report is sorted by agency FIPS and indicates that at least one of the following types of information has been sent by DCSE:

1. address changes of the absent parent;
2. name changes of the absent parent;
3. paternity data changes;
4. child not living with recipient;
5. failure of the client to cooperate with DCSE; and
6. good cause information; and
7. information that the absent parent lives with the recipient.

Address change information will automatically update absent parent case information in the MAPPER 501 system.

A name change made by DCSE of the absent parent will automatically update APECS information in MSI.

Paternity data information from DCSE will be displayed in the "Individual Child Data Screen" of the MAPPER 501 System. The information will indicate paternity establishment, paternity non-establishment, or paternity exclusion.

Receipt of information that the child is not living with the recipient or that the absent parent lives with the recipient requires that the eligibility worker investigate these circumstances for any possible effect on AFDC eligibility.

A referral to the agency to evaluate a claim of mental incapacity or undocumented rape or to reassess a good cause decision requires the worker to respond to DCSE as per Sections [201.10 A](#) and [201.10 J](#).

601.3 LEGALLY RESPONSIBLE PERSONS - Under Virginia law the following persons have legal responsibility for support:

- A. Husband, for wife\*;
- B. Wife, for husband\*;
- C. Parent, natural or adoptive, for child under 18, or child of whatever age who is incapacitated, unless such child is receiving federal or state assistance as permanently or totally disabled or is an adult qualifying for assistance to the blind.
- D. A stepparent residing with a child(ren) of the natural or adoptive parent is responsible for such child(ren) who are receiving assistance and the parent as long as the stepparent lives with the natural or adoptive parent. The stepparent and the natural/adoptive parent will be considered living together regardless of absences due to military duty, employment, or other absences of convenience, as long as they consider themselves to be living as husband and wife. **Responsibility for the children does not exist once the natural or adoptive parent is absent from the home because of separation, divorce, or death.**
- E. The father of a child born out-of-wedlock, if\*\*
  - 1. the father and mother have made a written statement acknowledging paternity, under oath, including acknowledgements of paternity made under oath by the father and mother prior to July 1, 1990; or,
  - 2. the man, unrelated to any court action, voluntarily submitted to genetic blood testing which affirmed at least a 98 percent probability of paternity; or,
  - 3. the court enters judgment on the basis of other evidence that the man is the father. Such evidence as specified in Section 20-49.4 of the Code of Virginia is limited to the following:
    - a. that he cohabited openly or had sexual intercourse with the mother at the probable time of conception;

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\* Section 20-61, Code of Virginia

\*\* Section 20-49.4, Code of Virginia



- b. that he consented to or acknowledged, by a general course of conduct, the common use of his surname by the child;
- c. that he claimed the child as his child on any statement, tax return or other document filed by him with any local, state or federal government or any agency thereof;
- d. results of medically reliable genetic blood grouping tests;
- e. medical or anthropological evidence relating to the alleged parentage of the child based on tests performed by experts;
- f. a true copy of an acknowledgement of paternity made on the Declaration of Paternity (Form 032-11-VS22);
- g. an admission by a male between the ages of fourteen and eighteen, provided a court has entered an order establishing paternity of a child based on his admission of paternity under oath or upon such other evidence as may be sufficient to support a finding of paternity.

602.1 REDIRECTION OF SUPPORT MONIES FROM NON-CUSTODIAL PARENTS - Federal regulations\* state that in cases where an assignment of support is effective, support payments shall be made to Support Enforcement. The assignment is effective upon case approval. Therefore, any child support, including court ordered support, paid to the assistance unit from the non-custodial parent subsequent to case approval must be redirected to Support Enforcement. Once this support is redirected, it will not be considered in determining the amount of payment, until such time as the net support, when added to other countable income, is sufficient to meet the total needs of the assistance unit.

**TANF recipients who have redirected all child support paid to the assistance unit from the non-custodial parent to the Division of Child Support Enforcement (DCSE) may be entitled to a TANF Match Payment. When current monthly child support collected by DCSE exceeds \$50, a TANF Match Payment in the amount that exceeds \$50 will be issued to the TANF recipient.**

MONTH 1	MONTH 2	MONTH 3
Non-custodial parent pays current monthly support of \$153 to DCSE. DCSE sends \$50 disregard to TANF recipient.	DSS receives DCSE's report showing total amount of current support collected to Division of Benefit Programs.	TANF Match Payment of \$103 issued to TANF recipient. (Recipients continue to receive \$50 disregard check.)

602.2 TREATMENT OF SUPPORT - The following sections will outline when support received from a non-custodial parent in cash or in-kind is to be considered available to the assistance unit and counted accordingly. The term "total needs" used in the following is the statewide standard of assistance. The local worker's responsibility is limited to determining the amount of support received by the applicant/recipient from non-custodial parents, and determining eligibility and amount of assistance payment based upon the policy set out below.

### 602.3 SUPPORT FROM NON-CUSTODIAL PARENTS ABSENT FROM THE HOME

During the initial determination of eligibility, the first \$50 of monthly child support received, or expected to be received, by the applicant will be disregarded in the eligibility screen and grant calculation. If the amount received or expected to be received is less than \$50, the entire amount is to be disregarded. All remaining support (net countable) will be considered as income for computing the amount of any payment made to the family for a period prior to the first assistance check. This procedure applies to A., B., C., and D. below.

If the family is determined to be otherwise eligible according to policy, assistance must be granted without delay. Child support received from non-custodial parents during the application processing stage, less the first \$50 of total support received, or expected to be received, will be considered as income to the A.U. for any payment made to the family for a period prior to case approval. The disregard of the first \$50 of child support is also applicable to support received, or expected to be received, from a putative father during the application processing stage. Additionally, this disregard will be applied to support from the putative father subsequent to case approval until the recipient redirects such support to the Division of Child Support Enforcement.

\* 45 CFR 302.32 (A)

A. Absent Parent or Acknowledged Father

Determine the amount of support received from the non-custodial parent.

1. Subtract the first \$50 from the total child support received to determine net support.
2. If net support when added to other countable income is sufficient to meet the total needs of the assistance unit, eligibility does not exist.
3. If such support when added to other countable income, is insufficient to meet total needs of the assistance unit, the budget will be computed showing total needs minus other countable income. The support received will not be counted as income after **case approval**. The applicant/recipient must be advised that all future support received must be forwarded to Support Enforcement. See 305.4.E.2. for exceptions.

- B. Absent Spouse of the Caretaker who is a Relative of the Specified Degree Other Than Parent of Eligible Children - Determine if the absent spouse of such caretaker is paying support and/or alimony and the amount contributed. If the amount being paid, when added to other countable income of the caretaker, equals or exceeds that individual's needs, the caretaker will be excluded in determining the amount of assistance payment. If the amount is insufficient when considered as above, the caretaker will be eligible to be included in the assistance unit. Support/Alimony received by the caretaker must then be combined with gross support being received from the absent parent of the eligible children. (See Section 305.4.E.2 regarding the calculation of the initial payment(s)). Future support/alimony payments received after case approval must be paid to the Division of Child Support Enforcement and this income will be disregarded. The amount of assistance payment will be computed based on total needs minus countable income, up to the maximum reimbursable amount. (Refer to 302.2.) If the caretaker is receiving alimony only, (support not commingled with child support) this is to be retained by the assistance unit and counted as income to the unit. The \$50 disregard is not applicable.
- C. Absent Spouse of the Parent of the Eligible Children - Support or alimony paid to an eligible child's parent in the assistance unit (this parent must be in the assistance unit unless one of the criteria in 302.6.D. exists) must be considered as income to the unit. Combine the support/alimony of the eligible child's parent with support received from the absent parent of the child. The first \$50 of total gross support received by the parent and eligible child(ren) will be disregarded in determining eligibility. If the net amount being received, when added to other countable income, equals or exceeds the appropriate standard of assistance, eligibility does not exist. (See Section 305.4.E.2 regarding the calculation of the initial month's payment(s)). If the amount is insufficient when considered as above, future payments received after case approval must be paid to Division of Child Support Enforcement and will be disregarded in determining the amount of the assistance payment. If the caretaker is receiving alimony only (support not commingled with child support) this is to be retained by the assistance unit and counted as income to the unit. The \$50 disregard is not applicable.
- D. Putative Father Absent from the Home - Cash contributions from a putative father, less the first \$50, will be counted as income against the grant, in the amount received by the assistance unit, until these contributions are redirected to the Division of Child Support Enforcement. (See 305.4.E.3. for treatment of cash contributions from putative fathers.) Once the contribution is redirected, the amount of the assistance payment will be computed based on the standard of assistance for the unit minus other countable income, up to the maximum reimbursable payment.

In all instances where support must be redirected to the State, it is essential that the worker make it clear to the applicant/recipient what is required and provide all information necessary to assist the individual in redirecting these payments. See [Appendix I](#) and [Appendix III](#) at the end of this chapter. The worker must also confirm the fact that the recipient is cooperating in redirection by reviewing the notification report.

#### 602.4 SUPPORT FROM RESPONSIBLE PERSONS IN THE HOME

- A. Minor Caretaker/Remarried Caretaker - In situations where such person is in the home, but not in the assistance unit, all income of such person will be considered as income available to the assistance unit in accordance with Section [305.4.E.1.d](#).
- B. The Stepparent - The stepparent, living in the home, married to the parent of the TANF children, is responsible for support of his/her spouse and the eligible children. The stepparent's support obligation will be the amount established in accordance with Section [305.4.F](#). A stepparent who is not living in the same home with the natural or adoptive parent of the TANF children is not responsible for support of these children. The stepparent remains legally responsible for his/her spouse.

## 602.5 HANDLING OF SUPPORT PAYMENTS COLLECTED BY THE STATE

State and federal regulations require that all support paid for or on behalf of a child or caretaker receiving TANF must be directed to the State as a refund toward public assistance paid on behalf of such children or caretaker.\*

Federal regulations require the Support Enforcement agency to notify the agency administering the TANF program, of the amount of support collected which represents payment on the required support obligation for each month. The notification requirements are accomplished **through the report, TANF Cases, Current Collected Support and Expected TMPs displayed monthly and accessed by local agencies on the VDSS Local Agency Intranet Page.** This report shows support collected on the required support obligation by the State in the prior month and is **available on line by the 15<sup>th</sup> of the month following the month** in which the support was collected. The local agency administering the **TANF** program is required, upon being informed of this amount, to determine if such payment is sufficient to make the family ineligible for an assistance payment.\*\*

Federal regulations also require an amount not to exceed the first \$50 of support collected, which represents a payment on a current support obligation, to be paid to the assistance unit and disregarded in determining need and the amount of an assistance payment. If such amounts collected are from two or more absent parents, only the first \$50 of total support collected will be paid to the assistance unit and disregarded. No disregard payment, shall be made, however, for a month in which there is no support collected.\*\*

**A. Notification to Local Agencies**

The **report, TANF Cases, Current Collected Support and Expected TMPs** displays **current** support payments **paid to DCSE** on the required support obligation from non-custodial parents for the month identified on the report. The **monthly TANF benefit** and the amount of the TANF Match Payment (total current monthly support, minus the disregard) will also display on the **report, TANF Cases, Current Collected Support and Expected TMPs.**

This report must be **accessed and** reviewed monthly. The amount of support shown on the report should be used **as outlined below:**

1. Compare the net support to the current monthly TANF amount.
2. If the net support does not exceed the monthly TANF amount no further action is needed on the TANF case.
3. If the net support is greater than the current monthly TANF amount suspend the TANF benefit by cutoff of the report month.
4. When the net support is greater than the current monthly TANF amount for two consecutive months, the TANF case must be closed by cutoff of the report month.

Redirected support paid to DCSE will not be screened at either 185% or the standard of assistance.

\* 45 CFR 302.32(a) and Section 63.2-1909, Code of Virginia

\*\* 45 CFR 233.20

Payments made to DCSE in a month which exceeds the grant amount will be marked by one or two asterisks. The number of asterisks denotes how many months net child support exceeded the monthly TANF grant amount. Two asterisks will display when net support exceeds the TANF benefit for two consecutive months. Cases marked with one asterisk must be suspended. Cases marked with two asterisks are ineligible for assistance.

Failure by the local agency to timely suspend the TANF case when net support exceeds the benefit amount will result in an overpayment to the recipient.

ADAPT will automatically close TANF cases marked with two asterisks. When net support has exceeded the TANF benefit for two consecutive months, ADAPT will close the case in the month that the two asterisks appear on the *TANF Cases, Current Collected Support, and Expected TMPs* report. The closure will take place during the TMP process in ADAPT. Notices will be generated and mailed along with the regular TMP notices.

Example #1: A TANF recipient in a Group II locality receives a monthly TANF payment of \$100 and social security benefits of \$128. The *TANF Cases, Current Collected Support, and Expected TMPs* report issued in October shows net support of \$150 collected in September. The local agency compares the net support of \$150 to the current monthly benefit amount (listed on the report). Net support exceeds the current TANF benefit amount. The worker suspends the TANF case effective October 31<sup>st</sup>, and sends the recipient an Advanced Notice of Proposed Action.

In November the *TANF Cases, Current Collected Support and Expected TMPs* report shows net support of \$150 with two asterisks. ADAPT has automatically closed the TANF case effective November 31<sup>st</sup>, generated a notice, and sent the notice to the local agency.

Example #2: DCSE begins collecting support on behalf of a 3-member TANF AU in September (Group II). The October *TANF Cases, Current Collected Support, and Expected TMPs* report shows net support of \$350. The local agency using this report in October compares the net support to the current TANF benefit amount. The net support exceeds the monthly benefit amount of \$320; the case must be suspended effective October 31<sup>st</sup>.

Should the net support listed on the *TANF Cases, Current Collected Support, and Expected TMPs* report for November exceed the monthly TANF benefit ADAPT will automatically close the case effective November 31<sup>st</sup>.

Example #3: The *TANF Cases, Current Collected Support, and Expected TMPs* generated in October shows net support of \$73 for a TANF recipient in a group I locality. The current TANF benefit amount displayed on the report is \$292. No action is required on the TANF case.

Support Enforcement will then, on all cases in which eligibility no longer exists, take action to redirect the support to the family in lieu of the public assistance payment.

Note: The **report, TANF Cases, Current Collected Support and Expected TMPs** and inquiry into the Automated Program to Enforce Child Support (APECS) through the Multiple System Inquiry (MSI) are the only acceptable means of verifying support amounts that have been redirected to and are collected by the Division of Child Support Enforcement. **One of these sources** must be used in determining continuing eligibility for public assistance.

Support reported by a client is to be verified at the time it is reported if it has not yet been re-directed to DCSE. Timely action is to be taken to close the case if the support causes ineligibility.

The only exception to using the **TANF Cases, Current Collected Support and Expected TMPs** report or APECS inquiry is direct communication with the **district DCSE representative. The DCSE representative should only be contacted when the recipient disagrees with the listed amount. The case record must be documented with the date, amount, and name of the DCSE representative.** However, the time frame for taking action remains the same. If the case is determined to be ineligible, **the case must be suspended before cutoff of the month in which the TANF Cases, Current Collected Support and Expected TMPs report** was received by the agency.



INFORMATION TO BE GIVEN TO APPLICANT/RECIPIENT

In the process of determining eligibility, the local worker must explain thoroughly, the following:

- A. Assignment of Rights (Section 201.9)
- B. Cooperation in Obtaining Support (Section 201.10)
- C. Redirect of Support Payments to State (section 602.1)
- D. Referral to Support Enforcement (Section 601.2)
- E. Legally Responsible Relatives (Section 601.3)

SCREENING PROCEDURE

ITEM TO BE EXPLAINED

DETAILS TO BE GIVEN

- |  |   |
|--|---|
| A. Assignment of Rights<br>(Section 201.9)                         | A. 1. What the assignment of rights means to applicant/recipient;<br>2. How the assignment is executed;<br>3. When the assignment is effective;<br>4. What absent legally responsible relatives are covered by assignment of rights;<br>5. Assignment is automatic upon receipt of assistance - recipient relinquishes all right, title and interest in all support owed by absent responsible persons and must redirect.<br>6. Period of time assignment covers. |
| B. Cooperation in Securing Support and Good Cause (Section 201.10) | B. Advising applicant/recipient of their responsibilities as outlined in 201.10 and the penalty for failure to cooperate unless good cause exists.  |
| C. Redirect of Support Payments<br>(Section 602.1)                 | C. Applicant/recipient must be informed that:<br><br>1. Contact with absent legally responsible person will be made and such person will be instructed to mail support payment to the State.  |

SCREENING PROCEDURE

## ITEM TO BE EXPLAINED

## DETAILS TO BE GIVEN

- |  |   |
|--|---|
|  | 2. Should support payments continue to be received by the client, failure to send such payments to State will result in referral for prosecution for fraud, including recoupment from future assistance payments. |
| D. Referral to Support Enforcement (Section 601.2) | D. All information necessary to aid Support Enforcement in the securing of such support must be provided within two working days following the initial payment or redetermination of eligibility.                 |
| E. Legally Responsible Relatives (Section 601.3)   | E. The applicant/recipient must be advised of the responsibility of each person specified in 601.3 to support, as it relates to each individual case or person for whom assistance is requested.                  |

DIVISION OF CHILD SUPPORT ENFORCEMENT DISTRICT OFFICES  
AND THE LOCALITIES WITHIN DISTRICTS

Abingdon District

Bland  
Bristol  
Buchanan  
Dickenson  
Giles  
Lee  
Norton  
Russell  
Scott  
Smyth  
Tazewell County  
Washington  
Wise

Charlottesville District

Albemarle  
Charlottesville  
Culpeper  
Fluvanna  
Goochland  
Greene  
Louisa  
Madison  
Orange

Danville District

Danville  
Franklin County  
Halifax  
Henry  
Lunenburg  
Martinsville  
Mecklenburg  
Patrick  
Pittsylvania

Fairfax District

Alexandria  
Arlington  
Fairfax  
Falls Church

Fredericksburg District

Caroline  
Essex  
Fredericksburg  
King George  
Lancaster  
Northumberland  
Richmond County  
Spotsylvania  
Stafford  
Westmoreland

Henrico District

Chesterfield  
Colonial Heights  
Hanover  
Henrico

Lynchburg District

Amherst  
Appomattox  
Bedford  
Buckingham  
Buena Vista  
Campbell  
Charlotte  
Cumberland  
Lexington  
Lynchburg  
Nelson  
Prince Edward  
Rockbridge

Manassas District

Clarke  
Fauquier County  
Frederick  
Loudoun County  
Prince William  
Rappahannock  
Manassas  
Manassas Park  
Warren  
Winchester

DIVISION OF CHILD SUPPORT ENFORCEMENT DISTRICT OFFICES  
AND THE LOCALITIES WITHIN DISTRICTS

(Continued)

Newport News District

Charles City  
Gloucester  
Hampton  
James City County  
King & Queen  
King William  
Mathews  
Middlesex  
New Kent  
Newport News  
Poquoson  
Williamsburg  
YorkRoanoke,

Norfolk District

Norfolk

Petersburg District

Amelia  
Brunswick  
Dinwiddie  
Emporia  
Greensville  
Hopewell  
Nottoway  
Petersburg  
Powhatan  
Prince George  
Surry  
Sussex

Portsmouth District

Portsmouth

Richmond District

Richmond

Roanoke District

Alleghany-Covington  
Bath  
Botetourt  
Carroll  
Clifton Forge  
Craig  
Floyd  
Galax  
Grayson  
Montgomery  
Pulaski  
Radford  
City of  
Roanoke County  
Salem  
Wythe

Suffolk District

Franklin City  
Isle of Wight  
Southampton  
Suffolk

Verona District

Augusta  
Harrisonburg  
Highland  
Page  
Rockingham  
Shenandoah  
Staunton  
Waynesboro

Virginia Beach District

Accomack  
Chesapeake  
Northampton  
Virginia Beach

DIVISION OF CHILD SUPPORT ENFORCEMENT  
DISTRICT OFFICES

CENTRAL DCSE REGION

Telephone Numbers

HENRICO DISTRICT OFFICE

Cynthia W. Holdren, District Manager  
Parham/64 Building  
2807 Parham Road, Suite 201  
Richmond, VA 23294

(804) **692-2460**

NEWPORT NEWS DISTRICT OFFICE

Jeraldine H. Chatman, District Manager  
11751 Rock Landing Drive, Suite H4  
Newport News, VA 23606

(804) 594-7840

PETERSBURG DISTRICT OFFICE

**Amy Ratliff**, District Manager  
**2623 Park Avenue**  
Petersburg, VA **23805**

(804) 862-6130

RICHMOND DISTRICT OFFICE

Ron Craig, District Manager  
700 East Franklin Street, 3rd Floor  
Richmond, VA 23219

(804) **692-2461**

WESTERN DCSE REGION

ABINGDON DISTRICT OFFICE

Arlene D. Buckley, District Manager  
190 Patton Street  
Abingdon, VA 24210

(703) 676-5460

DANVILLE DISTRICT OFFICE

**Vacant**, District Manager  
155 Deer Run Drive  
Danville, VA 24540

(804) 799-7873

LYNCHBURG DISTRICT OFFICE

**Kathy E. Andrews**, District Manager  
**2127 Lakeside Drive**  
Lynchburg, VA **24501**

(804) **385-0800**

DIVISION OF CHILD SUPPORT ENFORCEMENT  
DISTRICT OFFICES

(Continued)

ROANOKE DISTRICT OFFICE

Wayne C. Chapman, District Manager  
**3535 Franklin Rd., S.W., Suite H**  
Roanoke, VA **24014-2255**

Telephone Numbers

(703) 857-7932

NORTHERN DCSE REGION

CHARLOTTESVILLE DISTRICT OFFICE

Glenn E. Stratton, District Manager  
750 Harris Street, Suite 203  
Charlottesville, VA 22901

(804) 296-3197

FAIRFAX DISTRICT OFFICE

**Carolyn Davis**, District Manager  
Fairfax Executive Park  
3953 Pender Drive  
Fairfax, VA 22030

(703) 934-0099

FREDERICKSBURG DISTRICT OFFICE

Robert Rodenski, District Manager  
302 Westwood Office Park  
Fredericksburg, VA 22401

(703) 899-4182

MANASSAS DISTRICT OFFICE

Patricia Crawford, District Manager  
8515 Phoenix Drive  
Manassas, VA 22110

(703) 335-5601

VERONA DISTRICT OFFICE

Ernest S. Love, District Manager  
P. O. Box 530  
Verona, VA 24482-0530

(703) **248-9300**

WINCHESTER SATELLITE OFFICE

**Patricia Crawford, District Manager**  
Fairfax Cameron Building  
**24 Ricketts Drive**  
Winchester, VA 22601

(703) **722-3490**

DIVISION OF CHILD SUPPORT ENFORCEMENT  
DISTRICT OFFICES

(Continued)

EASTERN DCSE REGION

Telephone Numbers

NORFOLK DISTRICT OFFICE

Elizabeth T. Ray, District Manager  
Tazewell Building  
100 Brooke Avenue, Suite 305  
Norfolk, VA 23510

(804) 465-6890

PORTSMOUTH DISTRICT OFFICE

Mary Ann Thrasher, District Manager  
2404 Airline Boulevard  
Portsmouth, VA 23701

(804) **465-6800**

SUFFOLK DISTRICT OFFICE

Linda E. Mendenhall, District Manager  
2000 Hillpoint Boulevard, North  
Building II  
Suffolk, VA 23434

(804) 925-2245

VIRGINIA BEACH DISTRICT OFFICE

Ron W. Harris, District Manager  
Pembroke Office Park  
Pembroke III, Suite 300  
Virginia Beach, VA 23462

(804) 465-6880

EASTERN SHORE SATELLITE OFFICE

**Ron Harris, District Manager**  
Colonial Square Shopping Center  
Suite 9  
Route 13  
Post Office Box 373  
Belle Haven, VA 23306

(804) **787-5981**

Note: Satellite offices have been opened in two regions to enhance client accessibility. All communication by local social services departments should continue to be directed to DCSE district offices.

DIVISION OF CHILD SUPPORT ENFORCEMENT  
REGIONAL OFFICES

CENTRAL DCSE REGION

Telephone Number

**Ernest S. Love**, Acting Regional Administrator  
Central DCSE Regional Office  
1604 Santa Rosa Road, Suite 137  
Wythe Building  
Post Office Box K-348  
Richmond, VA 23229-5008

(804) 662-7637

EASTERN DCSE REGION

Carol Vanderspiegel, Regional Administrator  
Eastern DCSE Regional Office  
Pembroke Office Park  
Pembroke IV, Suite 300  
Virginia Beach, VA 23462

(804) 552-1886

NORTHERN DCSE REGION

**Patricia M. White**, Acting Regional Administrator  
Northern DCSE Regional Office  
Human Services Building, Suite 22  
320 Hospital Drive  
Warrenton, VA 22186

(703) 347-6346

WESTERN DCSE REGION

Leon Alder, Regional Administrator  
Western DCSE Regional Office  
Post Office Box 253  
190 Patton Street  
Abingdon, VA 24210-0253

(703) 676-5454